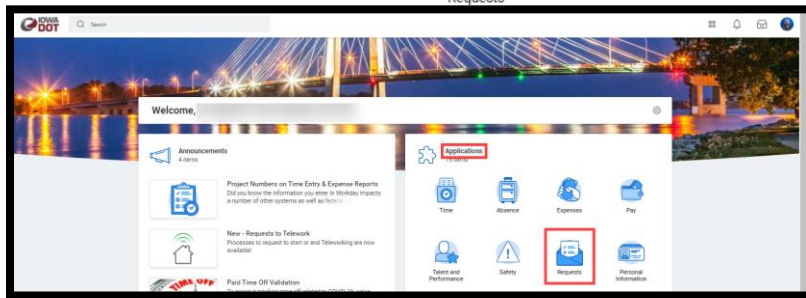


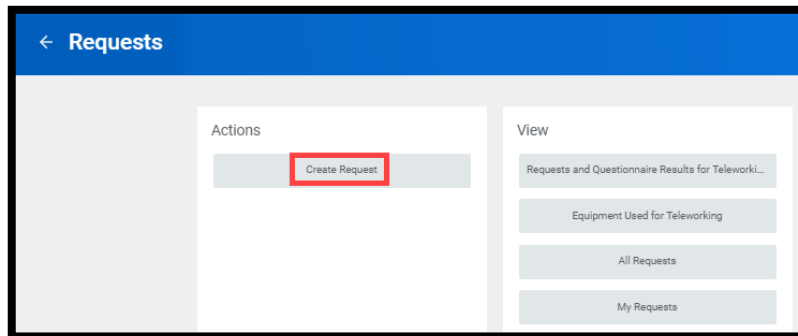
Whether you are teleworking temporarily due to COVID-19 or have made arrangements with your supervisor to telework permanently, you need to complete the acknowledgement form. Workday allows you to access **Request to Telework Acknowledgement** in **two ways** (choose either 1 a & b or 2 a & b. Starting with 3, steps are the same.). **NOTE:** [Page 4](#) shows how to find your submitted request.

1. From the **Home** page:

- a. Click the **Requests** worklet icon  in the **Applications** section



- b. Click **Create Request** under **Actions**



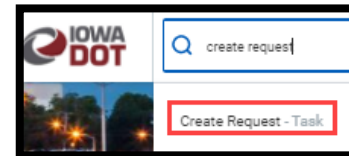
OR

2. From the **Home** page:

- a. Type **Create Request** in the **Search** box

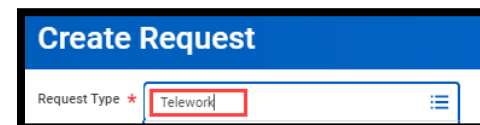


- b. Click on the **Create Request** option



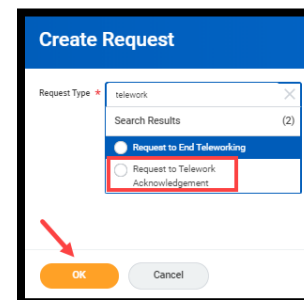
Note: From this point, the remaining steps are the same

3. Type **Telework** in the **Request Type** box



4. Press the **Enter** key

5. Select **Request to Telework Acknowledgement**



6. Click **OK**

7. Complete the **Request to Telework Acknowledgement** form

a. Select Type of Telework Request

b. Select either **Telework a Consistent Schedule** (i.e., telework the same day(s) of the week every week **OR** **Flex Telework Days Across Weeks** (i.e., may telework different days of the week each week)

i. If you select **Telework a Consistent Schedule**, click the menu icon and then click the days of the week you wish to telework each week

ii. If you select **Flex Telework Days Across Weeks**, describe your plan for flexing your teleworking schedule

- c. Type in the DOT-owned equipment you received for the purpose of teleworking - include G numbers, if applicable


I have received the following equipment to use for the purpose of teleworking. Please list ALL DOT-owned equipment and corresponding G numbers, if applicable.: (Required)

EXAMPLE: Laptop (G12345T)
Monitor
Docking Station

- d. After reading your responsibilities, click in the **Date** field and type in the date

By submitting my request, I acknowledge my responsibilities and agree with the requirements of Teleworking.


I would like to start my teleworking on the following date: (Required)

MM / DD / YYYY 

- e. Add comments as necessary

 enter your comment

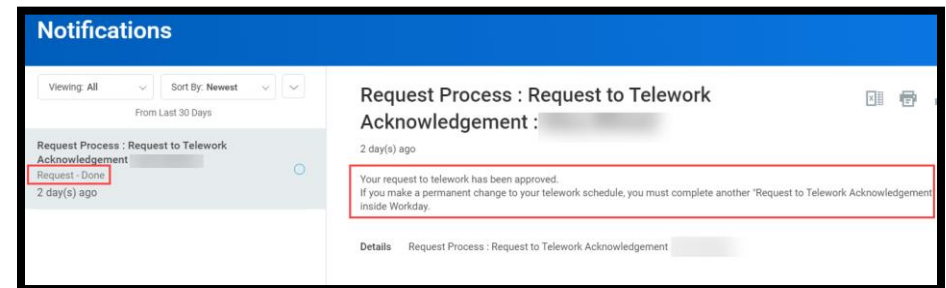
- f. Review your answers and click **Submit**

8. Once you click the **Submit** button, the request is routed to your manager for review. To find the disposition of your request, click on your **Notifications**  icon.

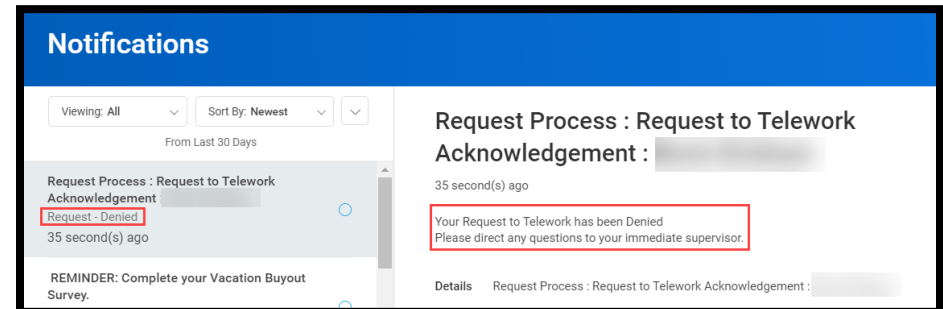


9. Your request will have one of the following three dispositions:

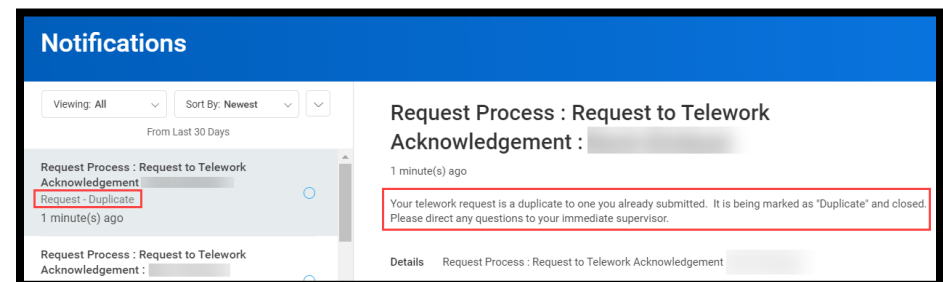
- a. Request – Done (request approved)




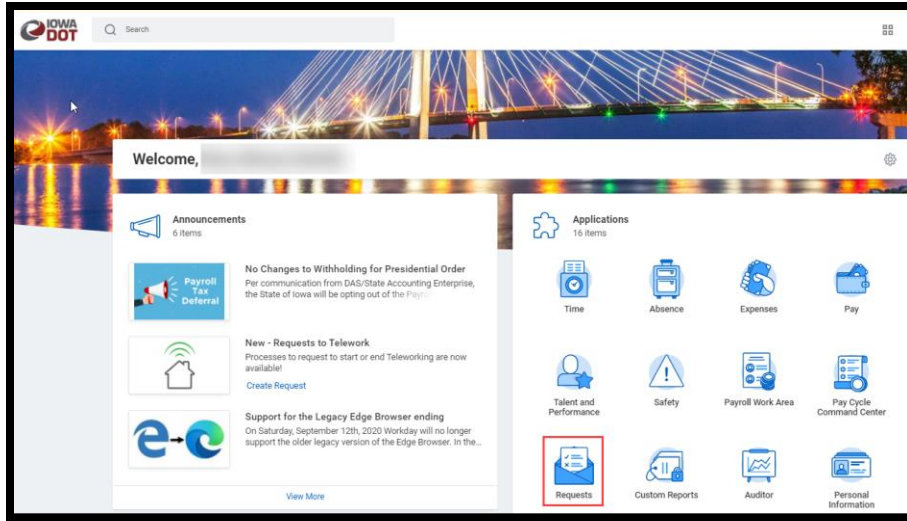
- b. Request – Denied



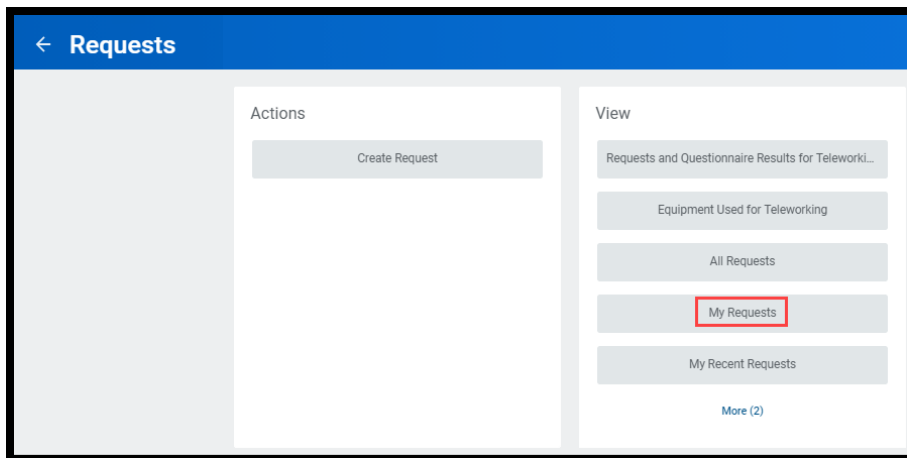
- c. Request – Duplicate



10. To see if you requested to telework or view what you requested or see the status or resolution of your request, click the  worklet icon on your Home page



11. Click on [My Requests](#)



My Requests Actions						
Request	Type	Description	Status	Resolution	Initiation Date	Completion Date
Request: Request to Telework Acknowledgement	Request to Telework Acknowledgement		In Progress		09/16/2020 10:28:36.398 AM	

12. Click on the [blue text](#) to review your request

View Request

Request : Request to Telework Acknowledgement Actions

Request Type [Request to Telework Acknowledgement](#)

Request Date 09/16/2020 10:28:36.398 AM

Requester

5 Items

Question	Answers
Type of Telework Request:	Full-time – Permanent
Do you plan to telework based on a consistent schedule each week or do you plan to flex the days you are teleworking across weeks?	Telework a Consistent Schedule
A consistent schedule is a pattern of days that you will typically be teleworking. If there is a day that you may report to the office for a meeting, but it is on your teleworking day, that's okay, it would still be considered a consistent pattern. A flex schedule is one that is subject to change which days you telework depending on various circumstances. The days will not likely be consistent from week to week.	
List the day(s) per week requesting to telework:	2. Monday, 3. Tuesday, 4. Wednesday, 5. Thursday, 6. Friday
I have received the following equipment to use for the purpose of teleworking. Please list ALL DOT-owned equipment and corresponding G numbers, if applicable.:	Lenovo Thinkpad Laptop 2 Monitors Docking Station
I understand my responsibilities and agree with the following:	03/17/2020
<ul style="list-style-type: none"> I have a suitable workspace, utilities adequate for installing equipment; and a general work environment that is free from interruptions and provides reasonable security and protection of state property and information. I will maintain the same standards of health and safety at the telework site as I have at my assigned work site. I am responsible to take precautions at the telework site to ensure the security of data, confidential information, equipment and other Department-provided supplies. Department property is used exclusively for official state business. I am to be accessible during my designated work hours. If I would like to make a permanent change to my teleworking schedule, I need to complete a new "Request to Telework Acknowledgement". 	
By submitting my request, I acknowledge my responsibilities and agree with the requirements of Teleworking.	
I would like to start my teleworking on the following date:	